

PHYSICIAN AND SURGEON, CORRECTIONAL FACILITY



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL OPEN FOR:
DEPARTMENT OF CORRECTIONS

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period(s) for this examination are: **January – June and July – December.** Applications will not be accepted on a promotional basis.

HOW TO APPLY **ONLY THE PHYSICIAN AND SURGEON, CORRECTIONAL FACILITY (CF) SCANNABLE APPLICATION/EXAMINATION WILL BE ACCEPTED FOR THIS EXAMINATION**

**Submit the scannable application/examination in a 10" x 12" envelope to the following address:
Do not separate, staple, fold, or bend**

By mail with:

Department of Corrections
Office of Selection and Standards
Selection Support Unit
Attn: P&S exam
2201 Broadway
Sacramento, CA 95818

or

In person at one of the following locations:

Department of Corrections
Northern Selection Center
2201 Broadway
Sacramento, CA 95818

Department of Corrections
Central Selection Center
2510 S. East Avenue, Suite 350
Fresno, CA 93706

Department of Corrections
Southern Selection Center
9055 Haven Avenue, Suite 104
Rancho Cucamonga, CA 91730

The required scannable application/examination form for this examination is available at the following locations:

- Department of Corrections' (CDC) personnel offices at each correctional institution
- Personnel Examining Section at 1515 S Street, Room 522-N, Sacramento, CA 95814
- Office of Selection and Standards Testing Centers (2201 Broadway, Sacramento, CA 95818; 2510 S. East Avenue, Suite 350, Fresno, CA 93706; 9055 Haven Avenue, Suite 104, Rancho Cucamonga, CA 91730)

This document may also be obtained by contacting a Health Professions Recruiter at the electronic mailing address (Health.Recruit@corr.ca.gov) or by calling the toll free job line at **1-888-232-4584**.

DO NOT SUBMIT A RESUME, ANY OTHER APPLICATION FORM, OR ATTACH ANY OTHER DOCUMENTS TO THE PHYSICIAN AND SURGEON, CF SCANNABLE APPLICATION/EXAMINATION, EXCEPT FOR ANY DOCUMENTS SPECIFIED IN THE SCANNABLE APPLICATION/EXAMINATION.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.
All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE The Office of Selection and Standards will notify and test applicants as needs warrant.

SALARY RANGE(S) **As of 4/27/04**
Range A: \$7,040 - \$8,556
Range B: \$8,528 - \$10,366
Range C: \$8,940 - \$10,866
Range D: \$9,199 - \$11,181

Alternative Range Criteria 92

Range A. This range shall apply to any incumbent in a position who does not meet the criteria for payment at either Range B, Range C, or Range D.

Range B. This range shall apply to incumbents who possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance, or the Osteopathic Medical Board of California, and who have completed one year of full-time experience in the practice of medicine exclusive of internship.

Range C. This range shall apply to any incumbent in a position who:

1. Has been accepted at some time for an examination for a Medical Specialty Certificate as evidenced by a written statement from the secretary of an American Medical Specialty Board or American Osteopathic Specialty Board. **or**
2. Has completed three years of an approved residency training program in an accepted medical or osteopathic specialty in an approved hospital or institution.

**SALARY RANGE(S)
(CONT'D)**

Range D. This range shall apply to any incumbent in a position who possesses a valid Medical or Osteopathic Specialty Certificate issued by an American Medical Specialty Board or American Osteopathic Specialty Board.

When the requirements for Range B are met and upon recommendation of the appointing power, the employee shall receive a rate in the new range under the provisions of DPA Rules 599.674 and 599.676.

Incentive Increases

When an employee qualifies under the established criteria for movement to Range C or Range D, he/she shall be entitled to an increase under the provisions of DPA Rule 599.681. Such an advance shall be known as an "incentive increase."

Hiring Above the Minimum

All correctional institutions **may** authorize a "**Hiring Above the Minimum**" (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary for a Physician and Surgeon, Correctional Facility. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a "**Hiring Above the Minimum**" salary differential may be applicable.

Recruitment and Retention (R and R) Bonus (as of 1/15/04)

- \$200 monthly Recruitment and Retention bonus (all locations)
- \$2400 Annual Recruitment Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 Monthly Bilingual Differential Pay
- \$100 Monthly Van Pool Incentive/public transit passes (\$65)
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Medical Officer of the Day (MOD) – Rotational system to volunteer for MOD assignment is available at all institutions. Earn cash for the shift or MOD time off (MODTO). Physicians working a MOD shift during a regular workweek may receive a regular paycheck for the 40-hour workweek and an additional MOD check for 16 hours straight time. MOD shifts worked during a holiday or weekend are paid as 24-hour shifts at the employee's regular hourly rate and the employee is provided eight hours of holiday credit. Staff on MOD assignment receive an \$8.00 meal allowance. At no time may the employee accrue in excess of 60 hours of MODTO.
- Call Back Assignment – An employee required to return to the institutions shall receive hour for hour credit in Compensated Time Off with four hours credit guaranteed per call.
- Earn eleven (11) hours per month of Annual Leave Credits. Increases to 14 hours after 37 months of full-time employment. Maximum of 18 hours per month with employment at 241 months or over.
- Medical License renewal fee reimbursement (Actual Cost)
- California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)
- Allowed \$700 for Continuing Medical Education. Time may be rolled over to the next fiscal year.
- National Health Services Corp, Federal Loan Repayment Program, limited to two participants at each of the following institutions: California Institution for Men; Substance Abuse Treatment Facility; Central California Women's Facility; Deuel Vocational Institution; High Desert State Prison; and Wasco State Prison.

**MINIMUM
QUALIFICATIONS**

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Osteopathic Medical Board of California (formerly titled California Board of Osteopathic Examiners).

Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Osteopathic Medical Board of California will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.

Special Personal Characteristics: Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; and emotional stability.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

**EXAMINATION
PLAN**

INTERVIEWS WILL NOT BE HELD. This examination will consist of a scannable application/examination weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the scannable application/examination.

**EXAMINATION
PLAN (CONT'D)**

The scannable application/examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, experience, and potential to effectively perform the duties relative to the classification. **SUBMISSION OF THE SCANNABLE APPLICATION/EXAMINATION IS MANDATORY.** Candidates who do not submit the completed scannable application/examination will be eliminated from this examination.

Scannable Application/Examination -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Methods and principles of general medicine and skill in their application.
2. Methods and principles of surgery and skill in their application.
3. Recent developments in general medicine and surgery.
4. Hospital organization and procedure.
5. Psychiatric social work, physical therapy, and the various rehabilitation therapies.
6. Methods of diagnosing and treating mental disorders.

B. Ability to:

1. Examine, diagnose, and treat physical and mental disorders.
2. Interpret laboratory analyses and x-rays.
3. Direct the work of ancillary medical personnel.
4. Instruct in the principles and practices of general medicine and surgery.
5. Prepare and supervise the preparation of case histories.
6. Analyze situations accurately and adopt an effective course of action.

**ELIGIBLE LIST
INFORMATION**

The resulting eligible list will be established to fill vacancies for the Department of Corrections. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATIONS**

Under general direction from the Chief Physician and Surgeon or Chief Medical Officer, in a state correctional facility a Physician and Surgeon, Correctional Facility, examines inmates and diagnoses patient illness; prescribes and administers medical treatment; performs or assists in performing major and minor surgical operations; supervises pre- and post-operative care of surgical cases; treats sexually transmitted and communicable diseases; orders laboratory examinations and analyses, x-rays and special diets; writes prescriptions; makes rounds of inmates; reviews reports, records, and general progress of inmates; instructs and clinically supervises nurses, technicians, and personnel assigned for special training; attends and participates in staff conferences for the discussion of the surgical, medical, and mental condition of various inmates and their final diagnoses and treatment; prepares reports and related correspondence; serves periodically as the Medical Officer-of-the-Day and does other related work.

Position(s) exist at various institutions located throughout the state and headquarters in Sacramento with the Department of Corrections.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

Veteran's Preference: California law allows the granting of Veteran's Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS